

Moores Refrigeration Controlled Transport Limited

How we use your information (employees and job applicants)

As your employer or prospective employer, information about you is collected and held by Moores Refrigeration Controlled Transport Limited, a company registered in England & Wales with registered company number 01190488 whose registered office is at Potash Lane, Mid Suffolk Business Park, Eye, Suffolk IP23 7HE. All references to “us” or “we” throughout this notice is to Moores Refrigeration Controlled Transport Limited.

We treat the protection of your personal data seriously and this notice provides information on how we use your information as your employer or to assess your application in accordance with data protection laws. However, if you have any further questions you can contact the Data Protection Team.

What information we hold about you

Where you are an employee (or a job applicant) we hold information about you in connection with your employment or application with us. The information we collect includes:

- Your personal details including sensitive personal information such as information regarding your health
- Your employment history
- Your tax and payroll records
- Data we obtain from tachograph systems
- Information we receive from third parties, for instance we may obtain references as well as conduct DBS checks

As your employer (or prospective employer) it is necessary for us to process certain information about you to fulfil our legal duties as your employer or assess your application. We also need to process additional information for our legitimate business interests.

We may monitor your use of our IT systems and vehicles (including vehicle fitted tracking systems, cameras and tachograph data) in accordance with the policies that we publish from time to time.

How we use your data

We use your information for the following purposes:

- To assess your application
- To meet our contractual and legal obligations to you as your employer
- To monitor and improve the service we provide to our customers
- Such other purposes as we may advise you from time to time.

We will not provide your information to third parties other than as set out below.

Who we may share your data with

We may disclose your personal data to:

- our agents and service providers
- a third party who acquires our business
- law enforcement and regulatory agencies in connection with any investigation to help prevent unlawful activity or as otherwise required by law
- HMRC and other authorities where we are required to do so
- others, where you have specifically agreed

in all cases unless it has been deleted from our systems.

Keeping your data secure

We will use appropriate technical and organisational measures to safeguard your personal data, for example:

- we store your personal data on secure servers
- access to your personal data is limited to approved staff

Transfer of data out of the EEA

We occasionally transfer data outside of the European Economic Area (EEA).

Where we do so we will ensure that appropriate safeguards are employed on the transfer of your data to protect its security and integrity. We do this by placing any such third party which we transfer your data to under a contractual obligation to employ appropriate safeguards to keep your data safe, to only process your data for the purposes which we instruct them to and to require adherence to the same data protection legislation as us.

Your Rights

You have the right to request access to personal data that we may process about you. If you wish to exercise this right, you should:

- put your request in writing
- include proof of your identity and address (eg a copy of your driving licence or passport, and a recent utility or credit card bill); and
- specify the personal data you want access to, including any account or reference numbers where applicable.

You have the right to require us to correct any inaccuracies in your personal data free of charge. If you wish to exercise this right, you should:

- put your request in writing;
- provide us with enough information to identify you; and
- specify the information that is incorrect and what it should be replaced with.

In certain circumstances you have the right to require us to erase personal data that we may process about you. If you wish to exercise this right, you should:

- put your request in writing; and
- provide us with enough information to identify you.

Your right to make a complaint

If you have any concerns or questions as to the way in which we process your information please do contact the Data Protection Team. In addition you have a right to bring a complaint with the Information Commissioner's Office. More information on the Information Commissioner's Office and your rights is available at www.ico.org.uk or on 0303 123 1113.

Retention of data

Your data will be retained for a period of up to 7 years from the date of termination of your employment with us although health and safety records may however be retained for longer periods in accordance with relevant laws, or 1 year if your job application is not successful.

Changes to this policy

We may change this policy from time to time and will notify you of any changes.